



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

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|------------------------|-------------------------------------|
| Announcement No.: | IHS-05-52(MP/ESEP) |
| Opening Date: | 04-15-05 |
| Closing Date: | 05-16-05 |
| Area of Consideration: | ALL SOURCES |
| | And Any Qualified Indian Candidates |

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

OFFICE LOCATION:

Interdisciplinary - Supv. General Engineer
or Supv. Architect
GS-0801-14 or GS-808-14

Office of Environmental Health & Engineering
Division of Engineering Services
Seattle, WA

SALARY RANGE:

GS-14: \$88,788 - \$115,426 Per Annum

***This position requires current registration as a professional engineer or registered architect (copy of registration must be attached to application).**

- Travel and relocation expenses **MAY** be paid.

BRIEF STATEMENT OF DUTIES: This position is for either the Branch Chief of the Project Management Branch or the Technical Support Branch of the Division of Engineering Services-Seattle (DES-S), depending on the applicant's qualifications, Office of Environmental Health & Engineering (OEHE&E), Headquarters, Indian Health Service (IHS). DES-S is responsible for the delivery of architectural/engineering (A/E) services supporting the planning, design, construction, and leasing of multi-million dollar health care facility construction projects in five Areas of the IHS. This includes providing technical direction, review and leadership for direct Federal new construction projects, fire and life safety surveys, energy audits, site selections, and other special related activities.

The incumbent must have broad experience and background in design and construction of facilities with specific experience in project management and codes. Incumbent must have strong leadership skills and proven ability to effectively deal with diverse groups of people. The incumbent directs and controls the work of 5 to 10 non-supervisory professional engineers, and architects. The incumbent may be required to travel approximately 40% of the time. Incumbent must be licensed as a professional engineer or architect in any state or U.S. territory.

The incumbent will also be responsible for, but not limited to the following:

Manages and directs assigned planning, design, and construction activities in direct-federal

and federally-assisted projects within assigned geographic locations. Tasks assignments by the Director, DES-S may be by geographic area or by workload distribution.

Plans, organizes, and directs operations within the established functional organization, and makes decisions on work problems presented by subordinate staff. Establishes major or work controlling priorities and implements work reporting systems or control measures as a means of tracking and evaluating progress and accomplishments by subordinate staff.

Assigns professional staff respective projects and workload assignments. Provides general technical and administrative supervision to professionals within the branch.

Acts as a special consultant and may act as the representative of the Director, DES-S. For example, the incumbent may participate in meetings at the various IHS Area Offices where new health care facility planning, design, and construction issues are developed and office responsibility for project execution is assigned.

May serve as chairman of a board for awarding a contract for professional services. These boards select A/E firms and construction management contractors for major design and construction projects as well as “indefinite delivery” contracts for minor design and construction projects.

Responsible for providing the contracting officer technical assistance, project management support, and general contract administrative support.

Provides overall direction to periodic and special surveys and inspections and comprehensive reports on condition of physical plants in major hospitals and clinics.

Frequently serves as key participant in formulation of OEH&E policy and methodology.

Speaks before professional associations and societies on various technical topics.

May serve as the acting Director, in the Director’s absence.

QUALIFICATION REQUIRED:

BASIC REQUIREMENTS

Professional Registration: Current registration as a professional engineer or registered architect by any State, the District of Columbia, Guam, or Puerto Rico. Copy of registration must be attached to application.

PLEASE ATTACH A COPY OF YOUR COLLEGE TRANSCRIPTS.

A) Degree: **professional engineering**. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in **five** of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) thermodynamics; (d) electrical fields and circuits; (e) any other comparable area of fundamental engineering science or physics, such as optics, heat

transfer, or electronics.

OR

B) Combination of education and experience—college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by at least one of the following:

Professional Registration: Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. **Copy of registration must be attached to application.**

Written Test: Evidence of having successfully passed the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

Specified academic courses: Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements.

Related curriculum: Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering provided the applicant has had a least 1 year of professional engineering experience acquired under professional engineering supervision and guidance.

OR

A) Degree: Architecture; or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours were in each of the following : structural technology, properties of materials and methods of construction, and environmental control systems.

B) Combination of education and experience—college-level education, training, and/or technical experience that furnished (a) a thorough knowledge of the arts and sciences underlying professional architecture, and (2) a good understanding of both theoretical and practical, of the architectural principles, methods, and techniques and their applications to the design and construction or improvement of buildings. The adequacy of such background must be demonstrated by at least one of the following:

- (1) Related Curriculum: Degree in architectural engineering may be accepted as satisfying, in full, the basic requirements, provided the completed course work in architectural engineering provided knowledge, skills, and abilities substantially equivalent to those provided in the courses specified in paragraph A. The curriculum for a degree in either architecture or architectural engineering covers function, esthetics, site, structure, economics, mechanical-electrical, and other engineering problems related to the design and construction of buildings primarily (but not exclusively) intended to house human activities. The courses required for a degree in architecture generally place emphasis upon planning, esthetics, and materials and weight on the technical engineering aspects such as structural systems, mechanical systems, and the properties of materials. Because of this difference in emphasis,

persons with degrees in architecture may have a preference for work assignments that offer greater opportunities for them to express their artistic and creative abilities. As a result, they may be more concerned with planning and design aspects of architecture, and persons with degrees in architectural engineering may be more engaged in aspects emphasizing technical engineering considerations.

- (2) Experience: An applicant lacking a degree in architecture must have had 1 year of experience in an architect's office or in architectural work for each year short of graduation from a program of study of architecture. In the absence of college courses, 5 years of such experience is required. This experience must have demonstrated that the applicant has acquired a thorough knowledge of the fundamental principles and theories of professional architecture.

ADDITIONAL REQUIREMENTS:

- Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade in the Federal Service. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

PLEASE ATTACH A COPY OF YOUR PROFESSIONAL REGISTRATION TO YOUR APPLICATION

Specialized Experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or related to the work of the position to be filled. **Experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.**

- Copy of college transcripts must be submitted to receive credit for education.
- Applicants must meet all time-in-grade requirements.
- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD: Applicants who meet the basic qualification requirements as described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs either on their applications/resumes or as a separate attachment. The information provided will be used to determine the "Best Qualified" candidates.

Please address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.

1. Professional knowledge of architectural and engineering concepts, principles and practices, and codes and standards such as building codes, life safety codes, and hospital design codes, and their application to the design and construction of health care facilities.
2. Demonstrated ability in the use of project management tools and office automation programs to plan, program, budget, and account resource expenditures.
3. Applied knowledge and experience in the Books Act, Architect-Engineer Contracts, and Federal

Government Construction Contracting to plan and execute appropriate strategies for the design and construction of major comprehensive medical facilities.

4. Demonstrated ability to manage, supervise, motivate and lead a staff of architects and engineers.

5. Ability to communicate orally and in writing to a diverse group of individuals.

- These standards also cover positions in the Excepted Service filled under 5 CFR 213.31 16(b) (8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

All Sources: This is a competitive vacancy, open to all United States citizens; status and non-status candidates, as advertised under delegated examining authority delegated to the Indian Health Service by the Office of Personnel Management (*please see the section on How to Apply*).

Merit Promotion Candidates: Applicants will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.

Veteran's Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3 "Indian Preference", **and all other documents specified in this announcement including KSAs, transcripts, registration, etc."**

Displaced Federal Employees:

SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A *CAREER TRANSITION ASSISTANCE PLAN* (CTAP).

A. CTAP (for Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position. Well qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best qualified applicant.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE *INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN* (ICTAP). If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or

2. Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been, or is being, terminated; or
4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option; **OR**

B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. *(This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)*
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.).
6. Be rated "well-qualified" for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best qualified applicant.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

WHERE TO APPLY:

**Indian Health Service
Division of Human Resources
12300 Twinbrook Pkwy
Rockville, Maryland 20852**

- If you wish to submit an application in person, please bring your application to 12300 Twinbrook Parkway, Suite 230, Rockville, Maryland 20852.
- A copy of this announcement may be obtained by calling **Amy Pooton** at (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, www.usajobs.opm.gov or **IHS Website**, www.ihs.gov.
- For additional information, contact Nashana Riley, Human Resources Specialist, at (301) 443-6520.
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.

- Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.
- Telefaxed applications will **NOT** be accepted.
- E-mail applications will be accepted. You can e-mail you applications to Nashana.riley@ihs.gov All supporting documents must be submitted by the closing date of the announcement (persons who submit incomplete applications will be given credit **ONLY** for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience).
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a “Declaration of Federal Employment” to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

Supervisor Clearance: _____

Date: _____

EEO Clearance: _____

Date: _____

HOW TO APPLY

| Choose one of the following forms to apply for this job. Please submit one application or resume for each different job. | | |
|---|---|---|
| Optional Application for Federal Employment (form number OF-612) | Application for Federal Employment (form number SF-171) | Resume or Other written application format with information requested below. |

***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

| | | | |
|--|--|---|---|
| <p>COMMISSIONED OFFICER</p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p> | <p>INDIAN PREFERENCE</p> <p><i>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</i></p> <p><i>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder.</i></p> <p><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p> | <p>VETERAN PREFERENCE</p> <p><i>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15.</i></p> <p><i>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p> | <p>FEDERAL EMPLOYEE (Current, former or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p> |
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U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

OMB number 0990-0208
Expires 8-31-2001

Applicant Background Survey

GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of

the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth:

C. For Agency Use:

C. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.